

## **JOB DESCRIPTION**

### **Director of Place and Communities**

#### **Section 1**

##### **POST DETAILS**

<b>Job Title:</b>	<b>Director of Place and Communities</b>	<b>Grade:</b>	<b>DIR</b>
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##### **REPORTING RELATIONSHIPS**

<b>Accountable to:</b>	<b>Chief Executive</b>
<b>Responsible for:</b>	<b>Place and Communities Directorate</b>

This post is politically restricted under the Local Government and Housing Act 1989.

#### **Section 2**

##### **OVERALL JOB PURPOSE**

1. To think and plan strategically contributing to the overall leadership and management of the Authority.
2. Lead, motivate and develop the Council's Place and Communities Directorate ensuring that strategically its activities align with the Council's vision, objectives, Constitution, Standing Orders, Financial Regulations and other corporate policies.
3. Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management.
4. Continually review the range of services in the directorate, bringing forward proposals to increase their efficiency, reduce their net cost and/or increase income on an ongoing basis.
5. To work collaboratively across Council services and with external partners
6. Act as principal advisor to the Council for the functions of the Directorate.

## **Section 3**

### **KEY TASKS AND RESPONSIBILITIES CORPORATE**

1. To provide a strong vision and delivery ethos for the Directorate's areas of responsibility, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.
2. To lead, motivate and develop a multi-disciplinary team of officers (including those in Shared Service agreements) to deliver Corporate Plan priorities and Service targets.
3. To work closely with the Chief Executive, Corporate Leadership Team, Leader, relevant Cabinet Portfolio Holder(s) and other Elected Members, to provide and develop the services of the Directorate within the overall policy framework of the Council.
4. Ensure that the work of the Directorate is of a high quality and achieves its objectives by effective planning, performance, risk and financial management.
5. To identify key areas in which the Directorate can contribute to the Corporate Plan, and put in place strategies, programmes and management structures to ensure that the Directorate's services carry this out effectively.
6. To ensure that appropriate capital and revenue budgets relating to the activities of the Directorate are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as Service budget holders.
7. To ensure performance targets for services in the Directorate are set, monitored and reviewed and information on performance is provided in accordance with corporate governance structures and timescales.
8. To attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing necessary briefing as required.
9. As part of the Ashfield Corporate Leadership Team, contribute to the corporate management and leadership of the organisation, including leading strategic cross cutting initiatives and/or groups when required.
10. To chair a monthly Directorate Management Team meetings and facilitate other briefing events for employees of the Directorate.
11. To represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to Ashfield and the Service.
12. To if nominated act as a Director of a Council owned company as required balancing the role of company director with the role of director at the Council

13. To promote effective marketing of the Directorate's activities in all respects, across the district and to a regional, national or international audience as necessary.
14. To ensure that all activities undertaken by the Directorate are in accordance with health and safety policy protocols and practices.
15. To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.
16. To promote equal opportunities and equality of opportunity across the range of services delivered by the Directorate.
17. To undertake any other duties which may for time to time be reasonably directed by the Chief Executive and Corporate Leadership Team.

### **KEY TASKS AND RESPONSIBILITIES SERVICE SPECIFIC**

1. To ensure that the Council has a sound strategic approach to planning and economic growth
2. To increase the Councils influence with key external partners and improve their focus and support for our aims and objectives
3. To ensure that the Council has a clear strategy for reducing waste and improving the environment
4. To create customer focused services and partnerships that reduce crime and disorder and promote resilient communities
5. To work with partners on the health and wellbeing agenda

*Draft Prepared by:*

*Post Holder:*

*Approved by:*

*Date:*

Ashfield District Council is an Equal Opportunities employer and welcomes applications from all sections of the Community.

## PERSON SPECIFICATION

Post: Director Place and Communities

Directorate: Place and Communities

Base: Council Offices, Kirkby-in-Ashfield or any other administrative location within Ashfield

### JOB CRITERIA

		<i>Essential</i>	<i>Desirable</i>
<b>Competencies</b>	<i>Please refer to the CLT competency framework for more information of the behaviour descriptors for each competency</i>		
	<ul style="list-style-type: none"> <li>• Seeing the Big Picture</li> <li>• Changing &amp; Improving</li> <li>• Making Effective Decisions</li> <li>• Leading &amp; Communicating</li> <li>• Collaborating &amp; Partnering</li> <li>• Building Capacity for All</li> <li>• Achieving Commercial Outcomes</li> <li>• Delivering Value for Money</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Report writing</li> <li>• Presentation skills</li> <li>• High level ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of at least two of the functional areas of the Directorate               <ul style="list-style-type: none"> <li>➢ Neighbourhood and environment</li> <li>➢ Planning and regulatory services</li> <li>➢ Place and wellbeing</li> <li>➢ Community Safety</li> <li>➢ Regeneration (Shared Service)</li> </ul> </li> <li>• Detailed knowledge of planning and regeneration</li> <li>• Budgetary Control</li> <li>• Safeguarding principles and practise</li> <li>• Equalities principles and their delivery</li> <li>• Local government political framework and processes</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li></li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>✓</li> <li></li> <li></li> <li></li> <li></li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of senior management and leadership experience in a large and complex organisation</li> <li>• Demonstrable experience in at least two of the management functions detailed in knowledge within the remit of the Directorate.</li> <li>• Programme and project management and delivery</li> <li>• Accessing and use of external funding</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree (or equivalent) in a relevant discipline</li> <li>• Professional qualification in a relevant discipline</li> <li>• MBA</li> <li>• Continual professional development</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Self-starter/highly motivated</li> <li>• Willingness to adopt a flexible approach to working hours</li> <li>• Ability to be effective in a demanding pressured environment</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<b>Other Requirements of the Job</b>	<ul style="list-style-type: none"> <li>• A full clean driving license. This post is designated a casual car user. Adaptations may be made should the successful candidate suffer from a disability which prevents driving</li> </ul>	<p style="text-align: center;">✓</p>	

### **Equality Act 2010**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.